

Springdale Fire Department

Policy & Procedures Manual

Volume 1 – Administration

Section 102 – Personnel Policy

102.1 – Rules of Conduct

Personnel shall follow the rules and directives found in the City of Springdale Personnel and Procedures Manual, the Springdale Civil Service Commission Rules and Regulations Manual, and the Springdale Fire Department Policies and Procedures Manual. Each member shall conduct themselves in accordance with the aforementioned manuals. Future directives (written or verbal) shall carry the same weight and authority as if specifically contained in the aforementioned manuals.

Personnel shall conduct themselves in a positive, productive manner. Failure to do so may result in disciplinary action ranging from counseling to dismissal.

Personnel shall conduct themselves in accordance with the directives contained below and shall comply with all other rules (written or verbalized) of the City of Springdale and the Springdale Fire Department.

Personnel shall always conduct themselves in a manner to create positive public credit on behalf of the Springdale Fire Department.

Personnel will be held responsible at all times, whether on or off duty, for conduct unbecoming a member of the department and shall conduct themselves in a civil, orderly and courteous manner.

Personnel shall always conduct themselves in a manner to create positive and good order within the Springdale Fire Department.

Personnel shall not agitate or create dissension in the department or attempt to create unfair dissatisfaction towards other personnel. Making any false or unwarranted report, either publicly or otherwise is unacceptable.

Personnel shall not engage in activities that are detrimental to the Springdale Fire Department.

Personnel shall not engage in activities that create a conflict of interest to the City of Springdale or the Springdale Fire Department.

Personnel shall not engage in any sexual activity while on duty.

Unlawful employee harassment is expressly prohibited.

Brutality, violence, intimidation, or other abuse is unacceptable.

Personnel shall not solicit, retain, or extort; any fee, property, reward, gift, compensation, thing of value, or free service, from any person, firm, or corporation for any services rendered in the

conduct or performance of their duties. All such rewards received shall be referred to the Fire Chief for proper disposition.

On-duty personnel shall not at any time have or allow to be present wine, beer, liquor, other intoxicating drink, or illegal drugs on city property, or at any fire department operation, unless for an approved law enforcement training exercise. On-Duty personnel shall not be under the influence of any type of intoxicants or under sickness caused or produced by the use of such intoxicants or illegal drugs. Personnel may not take part in any form of gambling in or around any department property.

On-duty personnel shall not take part in any altercation on city property or while in the performance of their duties; however, personnel may use appropriate force to prevent bodily harm or destruction of city property.